UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.172/161
1 August 1995

ORIGINAL: ENGLISH

COMMITTEE ON CONFERENCES
Substantive session
21-25 August 1995
Agenda item 2 (b) (i)

CALENDAR OF CONFERENCES AND MEETINGS: IMPROVED UTILIZATION OF CONFERENCE-SERVICING RESOURCES: MEETING STATISTICS OF UNITED NATIONS ORGANS

Report of the Secretary-General

1. Annex I to the present document contains statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in 1994, compiled in accordance with the experimental methodology adopted as final by the Committee on Conferences at its 348th meeting, on 18 May 1993. The data include compliance and availability indices for assessing compliance with the deadlines for the submission of pre-session documentation and availability of such documentation for New York- and Vienna-based bodies, which were proposed by the Committee on Conferences at its substantive session of 1992. As the Documentation Records, Information and Tracking System (DRITS) has only recently been set up at Geneva, the data needed to compute the two indices for Geneva-based bodies will be available only for sessions beginning in 1995.

2. Annex II contains an analysis of the statistics, including the overall and average utilization factors, and a breakdown in terms of percentages of the meetings ratio and planning accuracy factor of the bodies in the sample.

3. It should be noted that, pursuant to a request made by the Committee at its 369th meeting, on 24 August 1994, the core sample has been expanded to include the Main Committees of the General Assembly and the Advisory Committee on Administrative and Budgetary Questions. In general, the bodies in the sample meet on a regular basis, and it may be assumed that their performance is a reflection of United Nations organs as a whole. Clearly, however, such measures as the utilization factor can depend on particulars that do not apply to all United Nations bodies.

4. In accordance with decisions of the Committee on Conferences, the time utilized for informal meetings or consultations held before the start or after the adjournment of officially scheduled meetings is not included as time lost due to late starting or early ending of meetings.

5. An explanation of column headings that appear in the annexes follows:

A Number of meetings planned by a given organ in a scheduled session, not including any additional meetings;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Number of unrelated reassignments;

F Amount of time lost owing to late starting and early ending (hours/minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - F/3}{(A+B)} = UF$$

In the foregoing calculation, the total number of hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of unrelated assignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

CI Compliance index, calculated as the percentage of pre-session documentation issued in accordance with the six-week rule;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis.

6. Pursuant to a further request made by the Committee on Conferences at its 367th meeting, on 23 August 1994, annex III to the present report contains a synoptic table by sector of meetings held during the bienniums 1992-1993 and 1994-1995 (using estimates for 1995), including expenditures for conference services provided, as well as a breakdown of meeting services and documentation expenditures.

Annex I

A. NEW YORK, 1994

	A	B	C	D	E	F	MR	PAF	UF
Ad Hoc Committee on the Indian Ocean 11-15 July	10	-	2	8	1	4.45/ .55	80	80	70
	CI								
	100								

	A	B	C	D	E	F	MR	PAF	UF
Advisory Board on Disarmament Matters	8	-	-	8	-	2.25/ .05	100	100	88
	CI								
	100								

	A	B	C	D	E	F	MR	PAF	UF
Advisory Committee on Administrative and Budgetary Questions	136	12	20	128	11	40.3/ 26.45	94	76	79

	A	B	C	D	E	F	MR	PAF	UF
Commission on Sustainable Development (CSD) - Working Group on Finance 28 February-4 March	10	-	4	6	3	3.20/ 1.10	60	60	80

	A	B	C	D	E	F	MR	PAF	UF
CSD - Working Group on Facilitating and Promoting the Transfer of Environmentally Sound Technology 22-25 February	8	-	2	6	-	2.20/ 0	75	75	75

	A	B	C	D	E	F	MR	PAF	UF
Commission on Sustainable Development 10-13 May	36	6	6	36	-	14.45/ 3.45	100	67	71

CI
0

Issued by end of week:

6	5	4	3	2	1
-	-	16	5	-	5

	A	B	C	D	E	F	MR	PAF	UF
Commission on the Status of Women 7-18 March	20	1	1	21	1	7.35/ 10.35	105	90	71

CI
0

Issued by end of week:

6	5	4	3	2	1
-	-	-	11	28	28

/...

	A	B	C	D	E	F	MR	PAF	UF
Commission on the Status of Women - Working Group 10-15 March	8	-	-	8	-	3.40/ 1.50	100	100	88

CI	AI
80	

Issued by end of week:

6	5	4	3	2	1
-	-	20	-	-	-

	A	B	C	D	E	F	MR	PAF	UF
Committee on Contributions 20 June-15 July	27	-	-	27	-	10.50/ .25	100	100	89

	A	B	C	D	E	F	MR	PAF	UF
Committee on Information 9-24 May	24	-	14	10	10	5/7.25	42	42	67

CI	AI
13	

Issued by end of week:

6	5	4	3	2	1
-	-	25	62	-	-

	A	B	C	D	E	F	MR	PAF	UF
Committee on Natural Resources 22 February-4 March	18	-	3	15	1	4.55/ 7.40	83	83	67

CI	AI
7	

Issued by end of week:

6	5	4	3	2	1
-	7	-	-	28	42

	A	B	C	D	E	F	MR	PAF	UF
Committee for Programme and Coordination, thirty-fourth session, first part 16-27 May	20	1	17	10	6	4.40/ 2.55	50	10	38

CI	AI
29	

Issued by end of week:

6	5	4	3	2	1
14	-	14	14	-	29

	A	B	C	D	E	F	MR	PAF	UF
Committee for Programme and Coordination - thirty-fourth session, second part 29 August-16 September	28	2	4	26	-	12.10/ 8.55	93	79	63

CI	AI
4	

Issued by end of week:

6	5	4	3	2	1
-	-	-	20	16	24

	A	B	C	D	E	F	MR	PAF	UF
General Assembly, forty-ninth session, plenary	132	18	32	118	21	41/ 18.40	89	62	80

	A	B	C	D	E	F	MR	PAF	UF
General Assembly, forty-ninth session, First Committee	43	3	11	35	5	16.3/ 17.1	81	67	65

	A	B	C	D	E	F	MR	PAF	UF
General Assembly, forty-ninth session, Second Committee	68	10	14	64	10	25.35/ 19.25	94	65	76

/...

	A	B	C	D	E	F	MR	PAF	UF
General Assembly. forty-ninth session. Third Committee	77	8	13	72	5	30.3/ 23	94	73	77

	A	B	C	D	E	F	MR	PAF	UF
General Assembly. forty-ninth session. Fourth Committee (Special Political and Decolonization Committee)	36	8	9	35	4	20/15	97	53	75

	A	B	C	D	E	F	MR	PAF	UF
General Assembly. forty-ninth session. Fifth Committee	118	17	32	103	15	36.05/ 25.25	87	58	72

	A	B	C	D	E	F	MR	PAF	UF
General Assembly, forty-ninth session, Sixth Committee	65	10	4	71	1	37.45/ 29.10	109	78	64

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee (HRC) 21 March-8 April	28	-	-	28	-	9.15/ 1.20	100	100	89

	A	B	C	D	E	F	MR	PAF	UF
HRC - Working Group on Communications 14-18 March	10	-	1	9	1	3.35/ 1.45	90	90	90

	A	B	C	D	E	F	MR	PAF	UF
International Civil Service Commission 20 June-8 July	28	4	2	30	1	10/0	107	79	88

CI	AI
0	

Issued by end of week:

6	5	4	3	2	1
-	20	-	-	15	15

	A	B	C	D	E	F	MR	PAF	UF
Population Commission 28-31 March	8	-	-	8	-	3.55/ 5.20	100	100	63

CI	AI
20	

Issued by end of week:

6	5	4	3	2	1
-	-	20	-	20	30

	A	B	C	D	E	F	MR	PAF	UF
Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization 7-25 March	30	-	3	27	1	11.35/ 5.10	90	90	77

CI	AI
33	

Issued by end of week:

6	5	4	3	2	1
-	-	-	-	-	34

	A	B	C	D	E	F	MR	PAF	UF
Special Committee on Peace-keeping Operations 28 March-22 April	42	-	23	19	8	6.30/ 9.45	45	45	52
	CI								
	100								

	A	B	C	D	E	F	MR	PAF	UF
Statistical Commission 11-15 April	10	-	1	9	-	1.10/ 1.30	90	90	80
	CI					AI			
	11								

Issued by end of week:

6	5	4	3	2	1
32	5	10	5	11	10

	A	B	C	D	E	F	MR	PAF	UF
Statistical Commission - Working Group on International Statistical Programmes and Coordination 6-9 September	8	-	1	7	-	.55/ 2.35	88	88	75
	CI					AI			
	20								

Issued by end of week:

6	5	4	3	2	1
-	-	20	20	-	40

	A	B	C	D	E	F	MR	PAF	UF
United Nations Children's Fund (UNICEF) - Executive Board, first regular session 23-25 February 1994	6	-	-	6	-	2.35/0	100	100	83

CI	AI
25	

Issued by end of week:

6	5	4	3	2	1
-	-	25	25	25	-

	A	B	C	D	E	F	MR	PAF	UF
UNICEF - Executive Board, second regular session and annual session 25 April-6 May	20	-	-	20	-	5/.55	100	100	90

CI	AI
5	

Issued by end of week:

6	5	4	3	2	1
1	2	8	6	20	33

	A	B	C	D	E	F	MR	PAF	UF
UNICEF - Executive Board, third regular session 3-5 October	6	6	-	12	-	1.35/0	200	0	100

	A	B	C	D	E	F	MR	PAF	UF
United Nations Commission on International Trade Law (UNCITRAL) - Working Group on International Contract Practices 14-25 February	16	-	-	15	1	4.15/0	94	100	88
	CI					AI			
	50								
						Issued by end of week:			
				6	5	4	3	2	1
								42	8

	A	B	C	D	E	F	MR	PAF	UF
UNCITRAL - Working Group on Electronic Data Interchange 28 February-11 March	18	-	1	17	1	3.30/ 1.10	94	94	94
	CI					AI			
	50								
						Issued by end of week:			
				6	5	4	3	2	1
					8	17	17	8	

	A	B	C	D	E	F	MR	PAF	UF
UNCITRAL - Working Group on the New International Economic Order 14-25 March	18	-	1	17	1	5.35/ 1.35	94	94	89
	CI					AI			
	50								
						Issued by end of week:			
				6	5	4	3	2	1
				8	17	25			

	A	B	C	D	E	F	MR	PAF	UF
UNDP/UNFPA - Executive Board, first regular session 15-18 February	8	-	-	8	-	2.30/2	100	100	88

CI: 0

AI

Issued by end of week:

6	5	4	3	2	1
-	-	-	-	-	100

	A	B	C	D	E	F	MR	PAF	UF
UNDP/UNFPA - Executive Board, second regular session 10-13 May	8	1	1	8	1	2/.05	100	75	100

CI: 6

AI

Issued by end of week:

6	5	4	3	2	1
-	-	-	12	-	78

	A	B	C	D	E	F	MR	PAF	UF
UNDP/UNFPA - third regular session 6-10 October	6	3	-	9	-	2.10/.05	150	50	100

CI: 43

AI

Issued by end of week:

6	5	4	3	2	1
1	1	-	-	10	30

B. GENEVA

	A	B	C	D	E	F	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, tenth special session 2-20 June	28	-	-	28	-	0/2.00	100	100	100

	A	B	C	D	E	F	MR	PAF	UF
Committee on Economic, Social and Cultural Rights, eleventh session 21 November-9 December	30	-	2	28	-	0/1.10	93	93	93

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Elimination of Racial Discrimination (CERD), forty-fourth session 28 February-18 March	30	-	2	28	-	0/1.35	93	93	93

	A	B	C	D	E	F	MR	PAF	UF
CERD. forty-fifth session 1-19 August	30	-	1	29	-	0/1.15	97	97	97

	A	B	C	D	E	F	MR	PAF	UF
Committee against Torture. twelfth session 18-29 April	20	-	3	17	-	0/9.05	85	85	70

	A	B	C	D	E	F	MR	PAF	UF
Committee against Torture. thirteenth session 7-18 November	20	-	2	18	-	0/3.15	90	90	85

	A	B	C	D	E	F	MR	PAF	UF
Committee of Experts on Transport of Dangerous Goods 28 November-7 December	16	-	1	15	-	0/1.30	94	94	94

	A	B	C	D	E	F	MR	PAF	UF
Subcommittee of Experts on Transport of Dangerous Goods 4-15 July	20	-	1	19	-	0/.30	95	95	95

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Rights of the Child. fifth session 10-28 January	29	-	3	26	-	1.10/0	90	90	90

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Rights of the Child. sixth session 5-22 April	28	-	1	27	-	2.25/ 4.15	96	96	89

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Rights of the Child. seventh session 26 September-14 October	30	-	2	28	-	0/4.35	93	93	90

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Commission. fiftieth session 31 January-11 March	100	-	17	83	-	.20/ 11.15	83	60	83

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Commission, Special session 24-26 June	6	-	-	6	-	0/1.20	100	100	100

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee, fifty-first session 4-29 July	40	-	1	39	-	0/.55	98	98	98

	A	B	C	D	E	F	MR	PAF	UF
Human Rights Committee, fifty-second session 17 October-4 November	30	-	1	29	-	0/1.40	97	97	97

	A	B	C	D	E	F	MR	PAF	UF
International Law Commission, forty-sixth session 2 May-22 July	95	-	-	95	-	0/4 10	100	100	99

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories 12-14 January	6	-	1	5	-	0/1	83	83	83

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories 25 April-7 May	2	-	-	2	-	0/3	100	100	50

	A	B	C	D	E	F	MR	PAF	UF
Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories 22-26 August	10	-	1	9	-	0/2.45	90	90	80

	A	B	C	D	E	F	MR	PAF	UF
United Nations Conference on Trade and Development (UNCTAD) - Trade and Development Board, fortieth session, second part 18-29 April	40	-	1	39	-	0/18.10	98	98	83

	A	B	C	D	E	F	MR	PAF	UF
UNCTAD - Trade and Development Board, resumed session 25-27 June	8	-	-	8	-	1.20/ 2.10	100	100	88

	A	B	C	D	E	F	MR	PAF	UF
UNCTAD - Trade and Development Board, forty-first session, first part 19-30 September	60	-	31	29	-	0/17.55	48	48	38

	A	B	C	D	E	F	MR	PAF	UF
UNCTAD - Trade and Development Board, Executive session 13-15 September	6	-	1	5	-	-	83	83	83

	A	B	C	D	E	F	MR	PAF	UF
UNCTAD - Trade and Development Board, Executive session 5 December	2	-	-	2	-	0/.35	100	100	100

	A	B	C	D	E	F	MR	PAF	UF
UNHCR - Executive Committee, forty-fifth session 3-7 October	11	1	-	12	-	0/4.25	109	91	92

	A	B	C	D	E	F	MR	PAF	UF
United Nations Development Programme/ United Nations Fund for Population Activities - Executive Board 6-17 June	23	-	4	19	-	.30/7.30	83	83	74

C. VIENNA

	A	B	C	D	E	F	MR	PAF	UF
Commission on Crime Prevention and Criminal Justice, third session 26 April-6 May	16	-	1	15	-	6.10/ 2.25	94	94	81

CI: 19

AI

Issued by end of week:

6	5	4	3	2	1
9	21	23	9	10	9

	A	B	C	D	E	F	MR	PAF	UF
Commission on Crime Prevention and Criminal Justice, Committee of the Whole 29 April; 3-5 May [Data on documentation included above]	8	-	-	8	-	5.35/ .40	100	100	75

	A	B	C	D	E	F	MR	PAF	UF
Commission on Narcotic Drugs, thirty-seventh session 13-22 April	16	-	2	14	-	3.50/ 4.40	88	88	75

CI: 50

AI

Issued by end of week:

6	5	4	3	2	1
11	9	5	9	-	16

	A	B	C	D	E	F	MR	PAF	UF
Commission on Narcotic Drugs, thirty-seventh session, Committee of the Whole 15 and 18-20 April	8	-	-	8	-	3.55/ 3.35	100	100	75
[Data on documentation included above]									

	A	B	C	D	E	F	MR	PAF	UF
Committee on the Peaceful Uses of Outer Space (COPUOS) 6-17 June	19	-	3	16	-	3.25/ 13.45	84	84	58

CI	AI
73	

Issued by end of week:

6	5	4	3	2	1
-	-	2	1	2	22

	A	B	C	D	E	F	MR	PAF	UF
COPUOS - Scientific and Technical Subcommittee 21 February-4 March	20	-	3	17	-	4.15/ 11.45	85	85	60

CI	AI
4	

Issued by end of week:

6	5	4	3	2	1
4	13	4	18	10	47

	A	B	C	D	E	F	MR	PAF	UF
COPUOS - Legal Subcommittee, thirty-third session 21 March-5 April	18	-	3	15	-	4.55/ 7.40	83	83	61
	CI					AI			
	41								
						Issued by end of week:			
				6	5	4	3	2	1
				9	24	21	-	-	4

	A	B	C	D	E	F	MR	PAF	UF
International Narcotics Control Board, fifty-sixth session 9-19 May	18	-	-	18	-	1.05/ 5.40	100	100	89
	CI					AI			
	0								
						Issued by end of week:			
				6	5	4	3	2	1
				-	8	8	8	19	58

	A	B	C	D	E	F	MR	PAF	UF
International Narcotics Control Board, fifty-seventh session 31 October-17 November	28	-	-	28	-	1.30/ 6.50	100	100	93
	CI					AI			
	0								
						Issued by end of week:			
				6	5	4	3	2	1
				-	-	16	19	16	48

	A	B	C	D	E	F	MR	PAF	UF
United Nations Scientific Committee on the Effects of Atomic Radiation, forty-third session 7-11 March	13	-	-	13	-	.15/ 4.20	100	100	92

CI	AI
13	

Issued by end of week

6	5	4	3	2	1
-	38	37	-	-	12

	A	B	C	D	E	F	MR	PAF	UF
United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) - Provident Fund Committee 28-29 April [Conference Services does not translate, reproduce or distribute UNRWA meeting documentation]	3	-	-	3	-	-	100	100	100

	A	B	C	D	E	F	MR	PAF	UF
UNRWA - Advisory Commission Meeting 15 September [Conference Services does not translate, reproduce or distribute UNRWA meeting documentation]	2	-	-	2	-	-	100	100	100

/...

	A	B	C	D	E	F	MR	PAF	UF
UNRWA - Provident Fund Committee 1-2 December	4	-	-	4	-	-	100	100	100

[Conference Services does not translate, reproduce or distribute UNRWA meeting documentation]

Annex II

ANALYSIS OF THE STATISTICS

1. The overall utilization factor for 1994 was 82 per cent. It is computed by totalling the data in the six columns for all bodies in the three locations and treating them as if they reflected a single body, as follows:

Duty station	A	B	C	D	E	F	UF
New York	1 162	110	222	1 050	109	655	74
Geneva	720	-	76	644	-	112	84
Vienna	173	-	12	161	-	96	75
	2 055	110	310	1 855	109	863	82

2. The overall utilization factor for 1994 shows a loss of 2 per cent against the same factor for 1993 (84 per cent), as reported in paragraph 1 of document A/AC.172/157.

3. The average utilization factor for 1994 was 82 per cent. It is computed by totalling the utilization factors of each body under review at each session held during a given year and dividing that figure by the number of sessions held (i.e., in 1994, 6,204/76). The average utilization factors for the period from 1985 to 1993 were as follows:

1985	1986	1987	1988	1989	1990	1991	1992	1993	1994
74	74	77	75	75	70	77	78	83	82

4. The study indicates an upward trend in utilization over the past decade, with some exceptions from 1988 to 1990 and a slight loss in 1994. On the whole, the bodies under review are exceeding the benchmark figures of 75 per cent and 80 per cent utilization adopted by the Committee on Conferences in 1983 and 1993, respectively.

5. The utilization factors for the bodies in the sample for the period from 1992 to 1994 are presented below in tabular form for comparison purposes:

Utilization factor (percentage)	Number of sessions		Utilization factor (percentage)	Number of sessions
	1992	1993		1994
0-14	-	-	0-19	-
15-24	-	-	20-29	-
25-34	1	-	30-39	2
35-44	-	-	40-49	-
45-54	4	4	50-59	3
55-64	2	1	60-69	8
65-74	9	7	70-79	16
75-84	9	12	80-100	47
95-100	17	28		
Total	42	52		76

6. In 1992 and 1993, 10 per cent of the bodies in the sample fell in the lowest range of 0-54 per cent utilization. In 1994, only 2 per cent of the bodies fell in the lowest range of 0-49 per cent utilization. In 1992 and 1993, 20 per cent of the bodies used 55 to 74 per cent of their resources. In 1994, 36 per cent of the bodies used 50 to 79 per cent of their resources. As to compliance with the benchmark, in 1992 and 1993, 62 per cent and 77 per cent of the bodies, respectively, utilized 75 per cent or more of their conference-servicing resources; in 1994, 62 per cent of the bodies had a utilization factor of 80 per cent or higher.

7. The figures are summarized as follows:

Percentage of conference resources utilized	Percentage of sessions held		Percentage of conference resources utilized	Percentage of sessions held 1994
	1992	1993		
75-100	62	77	80-100	62
55-74	26	15	50-79	36
0-54	12	8	0-49	2

8. The following is a breakdown of the meeting ratios of the bodies in the sample for 1994:

Percentage	No. of sessions
40-49	3
50-59	1
60-69	1
70-79	1
80-89	15
90+	55
Total	62

9. Thus, in 1994, 7 per cent of the bodies in the sample had meeting ratios below 80 per cent; 93 per cent had meeting ratios above 80 per cent. Seventy-two per cent of the bodies had meeting ratios of 90 per cent or higher.

10. The following is a breakdown of the planning accuracy factors of the bodies in the sample for 1994:

Percentage	No. of sessions
0-39	2
40-49	3
50-59	3
60-69	6
70-79	7
80-89	11
90-100	44
Total	76

11. Thus, in 1994, 28 per cent of the bodies had planning accuracy factors below 80 per cent; 72 per cent had factors above 80 per cent. Fifty-eight per cent of the bodies had planning accuracy factors of 90 to 100 per cent.

Annex III

SYNOPTIC REPORT ON MEETINGS HELD DURING THE BIENNIUMS 1992-1993 AND 1994-1995

1. At its substantive session of 1994, the Committee on Conferences requested the Secretariat to submit to the General Assembly at its fiftieth session, through the Committee on Conferences, a synoptic table by sector of meetings held during the bienniums 1992-1993 and 1994-1995 (using projections for the second half of 1995), including the notional cost of conference services provided, as well as a breakdown of meeting services and documentation costs. 1/

2. The present annex is submitted in compliance with the aforementioned request. It contains actual data on conference services provided in New York for the years 1992, 1993 and 1994. Estimates for 1995 are also included; they comprise actual data for the first half of the year and projections for the second half. The projections are based on the assumption that, for each element in table 3 below, the proportion of the annual workload to be done in the second half of the current year will be the same as the proportion done in the second half of 1994.

3. The breakdown of the information by sector is based primarily on the principal organs of the United Nations, i.e., the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council and the Secretariat, as follows:

(a) Sector A includes the General Assembly, its Main Committees and subsidiary bodies, except those related to disarmament, outer space affairs and decolonization;

(b) Sector B includes the Security Council and its subsidiary bodies, as well as bodies related to disarmament and outer space affairs;

(c) Sector C includes the Economic and Social Council, its functional commissions and subsidiary bodies, as well as other organs active in the economic and social fields, mainly the governing bodies of the United Nations Development Programme and the United Nations Children's Fund;

(d) Sector D includes the Trusteeship Council and the Special Committee on the Situation with regard to the Implementation of the Declaration on the Granting of Independence to Colonial Countries and Peoples;

(e) Sector E includes special conferences, their preparatory machinery and certain bodies established as a result of such conferences, like the Preparatory Commission for the International Seabed Authority and the International Tribunal for the Law of the Sea, as well as the International Seabed Authority itself. Services provided in connection with the United Nations Conference on Environment and Development, the Global Conference on the Sustainable Development of Small Island Developing States, the International Conference on Population and Development, the United Nations Conference on Straddling Fish Stocks and Highly Migratory Fish Stocks, the World Summit for Social Development

and the Fourth World Conference on Women, for example, are included in this category;

(f) Sector F includes services provided as a result of standing mandates of the Secretariat or at its initiative. As far as meetings services are concerned, this category includes mainly meetings of representatives of countries contributing troops to peace-keeping operations and press conferences convened by the Secretary-General or the Department of Public Information. In the fields of translation, text-processing and reproduction, the highest volumes of work are accounted for by public information materials, administrative issuances, official correspondence, Dag Hammarskjöld Library publications, the Journal of the United Nations and treaties deposited with the Secretary-General;

(g) Sector G includes meetings of the regional groups and other intergovernmental meetings other than meetings of United Nations bodies, for example, meetings of the Movement of Non-Aligned Countries and the Group of 77.

4. In tables 1, 2 and 3 below, the data on the number of meetings include those meetings, both formal and informal, that were provided with interpretation services. The other categories of services are self-explanatory. Services for which a sectoral breakdown is not available are excluded (central management, planning and control, reference and terminology, editing, copy preparation, proofreading and distribution).

Table 1. Biennium 1992-1993: conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
No.	2 514	1 553	796	121	390	258	588	6 220
%	40	25	13	2	6	4	10	100
Verbatim records								
No.	262	420	-	43	-	-	-	725
%	36	58	-	6	-	-	-	100
Summary records								
No.	659	252	124	-	1	-	-	1 036
%	63	24	12	-	1	-	-	100
Translation/revision								
Thousands of words	89 669	56 589	42 663	2 584	8 977	13 875	-	214 357
%	42	26	20	1	4	7	-	100
Test-processing								
Thousands of words	182 484	97 241	76 482	5 123	16 519	22 230	-	400 079
%	46	24	19	1	4	6	-	100
Reproduction								
Thousands of page impressions	501 457	240 188	365 754	9 391	80 726	347 351	-	1 544 867
%	32	16	24	1	5	22	-	100

Table 2. 1994: conference services provided, by sector

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
No.	1 535	759	421	42	290	189	345	3 581
%	43	21	12	1	8	5	10	100
Verbatim records								
No.	142	207	-	16	-	-	-	365
%	39	57	-	4	-	-	-	100
Summary records								
No.	361	71	64	-	-	-	-	496
%	73	14	13	-	-	-	-	100
Translation/revision								
Thousands of words	54 942	19 182	21 299	1 190	5 624	8 318	-	110 555
%	50	17	19	1	5	8	-	100
Text-processing								
Thousands of words	108 451	33 039	36 668	2 402	10 191	12 787	-	203 538
%	54	16	18	1	5	6	-	100
Reproduction								
Thousands of page impressions	274 224	54 726	200 936	3 422	49 410	192 320	-	775 038
%	35	7	26	1	6	25	-	100

Table 3. 1995: conference services provided, by sector (estimates)

Services	Sectors							Total
	A	B	C	D	E	F	G	
Meetings								
No.	1 473	753	714	23	267	43	413	3 686
%	40	20	19	1	7	2	11	100
Verbatim records								
No.	128	183	-	10	5	-	-	326
%	39	56	-	3	2	-	-	100
Summary records								
No.	243	62	26	-	51	-	-	382
%	64	16	7	-	13	-	-	100
Translation/revision								
Thousands of words	51 552	15 662	24 915	1 033	4 892	8 292	-	106 346
%	48	15	23	1	5	8	-	100
Text-processing								
Thousands of words	114 099	29 397	40 716	2 212	9 051	11 232	-	206 707
%	55	14	20	1	4	6	-	100
Reproduction								
Thousands of page impressions	268 422	80 573	152 152	2 268	73 580	278 239	-	855 234
%	31	9	18	1	9	32	-	100

5. In order to meet the request of the Committee on Conferences to be provided with a breakdown of meeting services and documentation costs, the actual expenditures incurred by Conference Services in New York during the biennium 1992-1993 and during 1994 were used. Total expenditures, covering all functions performed by the staff of Conference Services, including management, were broken down into two main categories: (a) meeting, interpretation and verbatim reporting services; and (b) documentation services. Expenditures under each category were then apportioned among the seven sectors (A-G), using the percentage distribution among sectors of the number of meetings, for category (a), and of the translation/revision workload, for category (b).

6. The resulting distribution of expenditures, therefore, gives an indication of the share of total resources claimed by each sector in all areas of conference servicing activities (see tables 4 and 5 below).

Table 4. Biennium 1992-1993: estimated distribution by sector of conference services expenditures

(In thousands of United States dollars)

Services	Sectors A	B	C	D	E	F	G	Total
Meeting, interpretation and verbatim reporting	16 494.6	10 309.1	5 360.7	824.7	2 474.2	1 649.5	4 123.6	41 236.4
%	40	25	13	2	6	4	10	100
Documentation	73 815.6	45 695.4	35 150.3	1 757.5	7 030.0	12 302.7	-	175 751.5
%	42	26	20	1	4	7	-	100
Total	90 310.2	56 004.5	40 511.0	2 582.2	9 504.2	13 952.2	4 123.6	216 987.9
%	42	26	19	1	4	6	2	100

Table 5. 1994: estimated distribution by sector of conference services expenditures

(In thousands of United States dollars)

Services	Sectors A	B	C	D	E	F	G	Total
Meeting, interpretation and verbatim reporting	11 328.3	5 532.5	3 161.4	263.5	2 107.6	1 317.2	2 634.5	26 345.0
%	43	21	12	1	8	5	10	100
Documentation	45 734.3	15 549.7	17 379.0	914.7	4 573.4	7 317.5	-	91 468.6
%	50	17	19	1	5	8	-	100
Total	57 062.6	21 082.2	20 540.4	1 178.2	6 681.0	8 634.7	2 634.5	117 813.6
%	48	18	18	1	6	7	2	100

Notes

1/ Official Records of the General Assembly, Forty-ninth Session, Supplement No. 32, para. 20.